



City of Morgan Hill  
Seeks an Enthusiastic Individual for the Position of  
**COMMUNITY AND CULTURAL CENTER  
WELCOME CENTER STAFF**

**POSITION DESCRIPTION**

The Community and Cultural Center (CCC) Welcome Center Staff are responsible for the daily operations of the CCC Welcome Center (front desk) and act as the primary point of contact with CCC patrons.

**ESSENTIAL DUTIES**

- Manage daily operations of the CCC Welcome Center (front desk).
- Provide daily support of various areas including: Welcome Center, Facility Rentals, Program Registration and Marketing.
- Provide outstanding customer service; serve as the main point of contact with CCC patrons.
- Answer questions and explain routine policies and procedures
- Answer phones, use computer software and provide excellent customer service.
- Provide information about recreation programs, room rentals and special events and assist with the development and distribution of news releases, informational bulletins, and brochures.
- Work with supervisory staff, Event Coordinator, Facility Maintenance Specialist and Building Coordinators working as a team during all phases of facility operations.
- Assist in coordination and oversee scheduled activities at the CCC.
- Perform other duties as assigned

**MINIMUM QUALIFICATIONS**

Must be able to work independently, often with limited supervision or direction; adhere to safety procedures, practices and policies of the CCC and the City of Morgan Hill; establish and maintain effective working relationships with staff and the general public; communicate effectively, orally and in writing.

**Education:** Graduation from high school or GED equivalent.

**Experience:** Previous experience working at a front desk /reception area or in a social or recreational program is desirable.

**Special Requirements:** Position requires availability of 12 - 20 hours per week. Applicants must be willing to work flexible hours; including evenings, weekends, and holidays.

**SALARY**

This is a part-time position without benefits. The salary range for this position is \$12 - \$14 per hour.

**APPLICATION PROCESS**

All applicants must submit a complete City of Morgan Hill Temporary Employment Job Application.

Application can be obtained at:

City of Morgan Hill  
17555 Peak Avenue  
Morgan Hill, CA 95037

For additional information, contact Monica Delgado, Human Resources Representative, Recreation & Community Services, at 408-782-7271; Maureen Drowniany, Recreation Supervisor at 408-782-0008 ext. 504. Applications are available at Morgan Hill City Hall, 17555 Peak Ave., Morgan Hill, 95037 or can be downloaded at [www.morganhill.ca.gov](http://www.morganhill.ca.gov) (e-service center/onlineforms/employment application).